



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

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## POLICY BULLETIN #17-26-OPE (This Policy Bulletin Replaces PB #16-88-OPE)

### ISSUANCE OF CARFARE

<b>Date:</b> March 17, 2017	<b>Subtopic(s):</b> Carfare
<p> This procedure can now be accessed on the FIAweb.</p> <p>Revised</p> <p>See <a href="#">PB #09-74-OPE</a> for instructions on issuing one-way carfare for BEV appointments.</p>	<p><b>Revision to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to:</p> <ul style="list-style-type: none"> <li>inform Job Center staff that effective March 19, 2017, the weekly unlimited fare has increased to \$32 and the monthly unlimited fare has increased to \$121. The base fare will remain at \$2.75.</li> </ul> <p><b>Purpose</b></p> <p>The single-ride ticket (sold at MTA vending machines only) rate is \$3.00. The weekly and monthly MetroCards amounts are as follows:</p> <ul style="list-style-type: none"> <li>\$32 for a weekly unlimited card</li> <li>\$121 for a monthly unlimited card</li> </ul> <p><b>Note:</b> Excluding the unlimited MetroCards, Job Centers will issue carfare based on the \$2.75 base fare rate.</p> <p>Carfare can be issued for instances such as:</p> <ul style="list-style-type: none"> <li>applicants complying with agency referrals to ancillary programs (e.g., Wellness, Comprehensive Assessment, Rehabilitation and Employment [WeCARE], and the Bureau of Eligibility Verification [BEV]) to meet eligibility requirements.           <ul style="list-style-type: none"> <li>for these appointments, carfare is issued through the Automated MetroCard Issuance System (AMIS). Refer to page 3.2 of the Disbursement section of the D&amp;C Manual for detailed instructions.</li> </ul> </li> </ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Homeless individuals (Shelter Type Code **23**) are not eligible for apartment search carfare.

Issuance Code **29** is used for job search carfare. Refer to [PB #09-97-EMP](#) for details on The DTS. Revised

Avoid duplication of carfare allowances.

Revised

- homeless applicants sending and/or accompanying children to school, only when the applicant has been placed in temporary housing accommodations outside the five boroughs of New York City (e.g., in Long Island) and the child is attending school in one of the five boroughs and wishes to remain in the school district.
- an applicant when he/she is referred to an employment related activity.
- a participant when he/she reports to his/her assigned vendor until such time when the carfare is issued on a recurring basis via the Daily Timekeeping System (DTS). The benefit will appear on the Benefit Issuance (**NQCS5B**) screen in the Welfare Management System (WMS) as Special Grant Code **29** (Bi-Weekly Recurring WEP Carfare).
- applicants/participants residing in a Department of Homeless Services (DHS) shelter or a HRA Domestic Violence Shelter, and searching for permanent housing (not to exceed three round trips per week [\$16.50/week]).

Before issuing apartment search carfare to homeless participants, the JOS/Worker must check the **NQCS5B** screen in WMS to ensure that the weekly job search and apartment search carfare allowances are not duplicated and together do not exceed the cost of a weekly unlimited MetroCard of \$32.

To determine if the participant is in receipt of job search carfare, check the **NQCS5B** screen for Special Grant Code **29**. If the participant is in receipt of job search carfare in an amount equal to a weekly unlimited MetroCard, no additional carfare needs to be issued. However, if the participant is only receiving pay per ride carfare for a concurrent assignment because the participant is working part-time, then his/her apartment search carfare must be reduced to the difference between the cost of a weekly unlimited MetroCard and the amount issued for job search expenses.

#### Example #1

Revised

A homeless participant is currently engaged in a job search. He/she is receiving job search carfare in the amount of \$32 weekly. The cost for a weekly unlimited MetroCard is \$32. Therefore, he/she is not eligible for the apartment search carfare.

#### Example #2

A homeless participant who works part-time 20 hours per week and is in a 15 hour work activity, receives \$11 (4 trips x \$2.75) weekly for job search. The participant is also requesting apartment search carfare. Since he/she is not receiving the full price of an unlimited

Revised

weekly MetroCard (\$32), he/she can receive the maximum apartment search carfare grant of \$16.50 per week. ( $\$11 + \$16.50 = \$27.50$  which is less than the \$32 MetroCard limit).

Apartment Search Carfare is Special Needs Type Code **25**.

To issue the carfare for an apartment search grant, the JOS/Worker must create and authorize a new WMS budget and enter Special Needs Type Code **25** Carfare (Homeless PA Recipients) in the **SPEC NDS: TY** field and the monthly amount (\$16.50 per week x 4.333 weeks per month = \$71.50) in the **SPEC NDS: AMT** field.

Individual Income/Needs screen

The screenshot shows the 'Individual Income / Needs' screen. The 'Special Needs' section is highlighted with a callout box containing the text 'Special Needs Type Code 25'. The 'Special Needs' table has the following data:

Line	Type	Amount	Date of Birth	Disabled?
1	Carfare (Homeless PA Recipients)		00/00/0000	
1	Restaurant Allowance - Breakfast, Lunch and Dinner		00/00/0000	

Special Needs Type Code **25**

Although engagement carfare may start and stop on compliance issues and are issued on different cycles from apartment search carfare, individuals in homeless shelters cannot be issued duplicate carfare allowances, and together they cannot exceed the cost of a weekly unlimited MetroCard of \$32.

Revised

As is the case with shelter residents, carfare should only be issued in instances where the apartment search is monitored. JOS/Workers should therefore disallow apartment search carfare for homeless individuals (Shelter Type Code **23** [Undomiciled]). For Shelter Type **23** cases, the apartment search carfare allowances must be removed at recertification or at any other contact. For all other households, the JOS/Worker must remember to remove the apartment search carfare from the budget when the household moves into permanent housing, or when the household moves into other temporary housing where the apartment search is not monitored (i.e., non-DHS shelters, shared housing, etc.)

*Effective March 19, 2017*

**Reference:**

Temporary Assistance Source Book - Chapter 27, § A, Page 478

**Related Items:**

[PB #09-97-EMP](#)

[PB #09-74-OPE](#)